



**APPLICATION FOR PERMANENT/TEMPORARY SUPPLEMENTAL
MOTOR VEHICLE DEALERS LICENSE**

FOR LICENSE YEAR ENDING _____

DMV USE ONLY	
DEALER # _____	
FEE \$ _____	

**TYPE OF APPLICATION
(CHECK ONE)**

- ☐ Permanent Supplemental Motor Vehicle (See requirements below)
☐ Temporary Supplemental Motor Vehicle (See requirements below)
☐ Watercraft Trailer Dealer Temporary Supplemental Sales (See requirements below)

Sale begins (date) _____

and ends _____

NAME OF BUSINESS		TRADING AS NAME		DEALER CERTIFICATE NUMBER		DEALER BUSINESS PHONE	
ADDRESS OF PRINCIPAL LOCATION (P.O. BOX <u>ONLY</u> IS NOT ACCEPTABLE)		CITY		STATE	ZIP CODE	COUNTY, CITY, TOWN	
OWNER'S NAME				OWNER'S ADDRESS			

REQUIREMENTS:

Permanent Supplemental Locations -- For premises less than five hundred (500) yards from your principal place of business. A supplemental license is required for each location you operate or propose to operate for the display and sale of motor vehicles that is not on property adjoining your principal place of business. A fee is charged for each supplemental location listed.

Temporary Supplemental Location – IN ACCORDANCE WITH A VA. CODE SECTIONS 46.2-1916, 46.2-1992.14, & 46.2-1993.14, APPLICATION IS TO BE MADE 15 DAYS PRIOR TO THE SALE. HOWEVER, THE APPLICATION MAY BE MADE 5 BUSINESS DAYS PRIOR TO THE SALE IF THE APPLICANT SUBMITS EVIDENCE THAT THE LOCATION IS IN COMPLIANCE WITH ALL APPLICABLE LOCAL ORDINANCES AND THAT ALL OTHER REQUIREMENTS OF FRANCHISE OR INDEPENDENT MOTOR VEHICLE DEALERS HAVE BEEN MET (see below). MOTOR HOME AND TRAVEL TRAILER SALES CANNOT EXCEED 7 DAYS PER LICENSE. TRAILER AND MOTORCYCLE SALES CANNOT EXCEED 14 DAYS PER LICENSE. A FEE OF \$20.00 PER LICENSE MUST ALSO BE SUBMITTED WITH THE APPLICATION.

FRANCHISED MOTOR VEHICLE DEALERS ONLY: SEE ABOVE REQUIREMENT FOR APPLICATION DEADLINE.

You must include with this application a copy of that part of your franchise/sales/service agreement which shows that the proposed location is exclusively within your area of responsibility.

If the location is **NOT** exclusively within your area of responsibility as defined in your franchise or sales agreement, prior to the license being issued, you must also provide proof that all other dealers of the same line-make who may share or have an overlapping area of responsibility as defined in their franchise or sales agreement do not object to your being granted a temporary supplemental license to hold the sale. A list of the same line-make dealers contacted must be furnished. (LIST DEALERS CONTACTED ON REVERSE SIDE OF THIS FORM.)

FOR INDEPENDENT DEALERS ONLY: SEE ABOVE REQUIREMENT FOR APPLICATION DEADLINE. If the sale is being conducted in other than the county, city or town in which you are licensed or adjoining (contiguous) county, city or town, a letter of invitation must be sent to all other dealers in the county, city or town in which the sale will occur at least thirty days prior to the sale date. Copies of the invitation and a list of dealers contacted must be submitted with application.

WATERCRAFT TRAILER SALES ONLY: A watercraft trailer dealer licensed by the Department of Game and Inland Fisheries (DGIF) who sells watercraft trailers and is either registered with DMV, or licensed with DMV as a trailer dealer, participating in a watercraft show and sale, selling only watercraft trailers, and applying to DGIF for a temporary supplemental license, is not required to apply to DMV for a temporary supplemental license. **NOTE: IF THE WATERCRAFT TRAILER DEALER WILL BE SELLING TRAILERS OTHER THAN WATERCRAFT TRAILERS, THEN THE DEALER MUST ALSO APPLY TO DMV FOR A TEMPORARY SUPPLEMENTAL LICENSE.**

Address of each supplemental location: IF EACH LOCATION IS NOT WITHIN THE INCORPORATED LIMITS OF A CITY YOU MUST SPECIFY THE COUNTY OR TOWN.

STREET	CITY	STATE	ZIP CODE	JURISDICTION
1.				

FRANCHISED MOTOR VEHICLE DEALERS:

Listed below the line-makes of new motor vehicles for which you have a franchise or sales agreement and which you plan to sell at the supplemental location(s).

LINE-MAKE

THIS INFORMATION MUST BE COMPLETED FOR TEMPORARY SUPPLEMENTAL APPLICATIONS**ALL DEALERS:**

In order to process applications in a timely manner, you must send to your coordinator (sponsor/promoter) the completed application, attachments and check or money order for fee made payable to DMV or send documents directly to DMV.

Coordinators send completed package of all participating dealers' applications, documents and fees to DMV. If you need assistance in preparing your package, please contact the Dealers Licensing Section at (804) 367-0901.

SPONSOR'S FIRM NAME

PROMOTER'S NAME

TELEPHONE NUMBER OF PROMOTER

NAMES AND ADDRESSES OF DEALERS CONTACTED: (Use additional sheets as necessary)

1.

2.

3.

4.

5.

I certify and affirm under penalty of perjury that the information contained in this application is true and correct to the best of my knowledge. I understand that it is unlawful to knowingly make a false statement and any violation will be punishable as a Class 2 misdemeanor.

By: _____ Date: _____
(Signature must be owner, partner or officer of the corporation)